

TOWN OF GRAFTON
GRAFTON PUBLIC SCHOOLS
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5421

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MINUTES
SCHOOL COMMITTEE
March 8, 2016
Grafton Municipal Center – Room F
6:45 p.m.

Members Present: Laura Often, Vice Chair
Peter Carlson, Secretary
Maureen Cohen, Member
Jennifer Connelly

Student

Representatives: Bianca Carangelo

Also Present: Dr. James Cummings, Superintendent of Schools
Tracey Calo, Assistant Superintendent

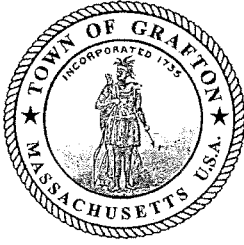
Call to Order – Open Session

Mrs. Often opened the public hearing at 6:45 p.m.

1. Public Hearing on School Choice for the 2016-2017 School Year. Dr. Cummings gave a brief overview relative to School Choice noting that annually districts are required to hold an open public hearing on choice. The actual vote would be taken during the regular scheduled meeting. Dr. Cummings reviewed participation numbers during FY15-FY16 stating that the general standard was five students per grade level. Receipts from last year were approximately \$570,000 such funds go towards operational costs. It was Dr. Cummings recommendation that the district vote to have the Grafton Public School continue to be open to school choice in the 2016-2017 school year. Discussion was open to the public. With no comments a motion was made by Mr. Carlson to adjourn the public hearing at 6:50 p.m. Motion seconded by Mrs. Cohen. Motion Carried 4-0 School Committee and 1-0 Student Representative.

Respectfully submitted

Cindy Ide
Recording Secretary



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MINUTES
SCHOOL COMMITTEE

March 8, 2016
Grafton Municipal Center – Room F
7:00 p.m.

Members Present: Daryl Rynning, Chairman
Laura Often, Vice Chair
Peter Carlson, Secretary
Maureen Cohen, Member
Jennifer Connelly

Student Hannah Kelley
Representatives: Bianca Carangelo

Also Present: Dr. James Cummings, Superintendent of Schools
Tracey Calo, Assistant Superintendent
Daniel Gale, Finance Director

Call to Order – Open Session

Chairperson's Update: None
Community Groups and Citizens – None

Dr. Cummings introduced Emily Formato, a junior at GHS who recently competed in the Central Massachusetts Regional Brain Bee competition. Dr. Cummings congratulated Ms. Formato for finishing 5th overall in the competition. The competition included a series of written, oral and diagnostic exercises. Ms. Formato thanked her anatomy teacher, Mrs. Bailey, for introducing her to the program and giving her the resources she needed to prepare. She and 8 other GHS participated in the competition all of whom were in Anatomy honors classes. Mrs. Rynning asked Ms. Formato if she would pursue medicine in the future. She said she definitely wanted to study in the medical field. The School Committee congratulated Ms. Formato and thanked her for attending tonight. The School Committee presented Ms. Formato with a Certificate of Achievement.

1. Educational Reports
 - a. SGES School Improvement Plan Update: Doreen Parker, Principal of SGES and Dawn Bosland were present to give their educational report. Mrs. Parker introduced the School Advisory Council and thanked them for their work. Mrs. Parker began her presentation by outlining their vision to prepare the students,

lay down their foundations, give them the skills that they need to be successful, while having fun doing this. Mrs. Parker outlined the goals for this year, some a continuation from last year. Goal #1: To develop and implement a response to struggling learners in reading and math. They were looking a data in different ways to pin point areas with students who were struggling. RTI was going on in the classroom as well, giving students a little extra, this was working great. Goal #2: To collaboratively develop and implement district common assessments in alignment with district maps to inform instruction. They now had a variety of assessments being used on a regular basis. Goal#3: To continue to develop PLC's to expand teachers' repertoire of instructional strategies and assessment practices. The social and emotional aspect has taken off this year. PLC's are evolving and growing based on needs of the building. Goal #4 To create information packets for parents including academic expectations at each grade level and community supports and resources within the school and town. They have created a handout for both North and South which included the basic information needed by parents. It included a checklist for parents, it answered the "what if" type of questions that parents tend to have.

- b. SGES School Reports: Mrs. Parker discussed how co teaching was going this year. She was proud of how it was progressing and thanked the teachers involved; they worked hard to make this a reality. They believed all students could learn given the support they need by providing co-learning. Special educators were available for ELA and Math every day. At SGES they were co-teaching at preschool levels, three classrooms at the kindergarten level land in two classrooms at the grade 1 level. Teachers meet one day a week at and bring this information back to the classroom. In the kindergarten level it was their second year co-teaching learning from teachers, students and staff. Mrs. Cohen was happy to see co-teaching expanding and asked if they had continued training. Mrs. Parker stated they had training for grouping teachers, lessons, and peer role model groups. Mrs. Rynning was pleased to see that the children were being able to stay in the classroom rather than having to leave the classroom. Noting it helped with social and emotional skills as well. Mrs. Often thought it was wonderful to see how the students help each other and learn from this, it was fantastic. It was a lot of extra work but it is well worth it. The School Committee thanked Mrs. Parker for her presentation and the crossover success between schools.
- c. PTO Presentation, Dawn Bosland was present to represent the SGES and MSES PTO. Current members were Cathy Lazo, her co chair, Tara Carelli, Treasurer, Katera Lazeren, Assistant Treasurer, Heather McCue, Secretary and Stacy Willar, Assistant Secretary. Ms. Bosland felt they had a great mix of Board Members, some new and some from past years. The PTO exists to partner with teachers and staff of both SGES and MSES to help provide an exceptional learning experience in Grafton through Fundraising. Ms. Boslin outlined some of the fundraiser events held, noting the Octoberfest event was still the largest fundraiser, overall the PTO raises approximately \$25,000. Ms. Bosland outlined some of the ways their funds were allocated. Funds are used for enrichment

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programs such as field trips and in school programs. Funds also go toward teacher allocations, mini grants, and children's publishing center, hospitality and beautification programs. This year because of the past few successful fundraising years, they were able to do a "spend down". Principals from both schools prepared a "wish" list. The PTO was happy to state they were able to provide almost all of the items requested. Mrs. Often was thankful for the report, she understands how much work was involved and appreciated all the hard work. Mrs. Connelly commented on the publishing center, she felt this was great. The School Committee thanked the PTO for their presentation and dedication.

- d. Technology Update: Neil Trahan, IT Director was present to give an update on the technology department. Mr. Trahan discussed the technology support system. The former helpdesk/ticket system did not seem to be working as efficiently as planned. They implemented an email system in lieu of the old system and it seems to increase communication, noting it teachers and staff have found it easier to use. Mr. Trahan outlined the installation and deployment of the new phone system which included the central office, MSES, NSES, SGES, the Middle School and NGES. They reassigned and renamed phones for uniformity and consistency. They made global changes to the templates, customized buttons for the users, standardized the auto attendants, and provided training/support to staff. Mr. Trahan reviewed a newly created tracking system for inventory and supplies. Most computers are over 5 years old and this will help develop a long range refresh plan that is sustainable and meets the needs of faculty and staff. The IT staff did an iPad assessment with High School students and provided some new cases. In the fall, the IT group completed the installation of the new firewall and upgraded the internet connection. Mr. Trahan gave an overview of the new website noting it was a constant focus and they worked on it on a regular basis. They would continue to add new content on a regular basis. Power School was also a focus of the technology department; they did an informal assessment and prepared a list of recommendations. A team was created to work on recommendations. This team also attended comprehensive training, along with on line training provided by Power School. The group was also developing a flow chart for easy access. Mr. Trahan noted that the Tech department had been busy re-imaging labs to ensure the best possible operation of computers. The IT Department/Services are still being shared with the town. Currently the IT department was migrating their email from exchange to google aps. They were also installing a new firewall and upgrading internet service and wireless access at library. Mr. Carlson was impressed with the amount of work Mr. Trahan had accomplished with his team and the district in a short period of time. Mrs. Cohen agreed with Mr. Carlson, the accomplishments were amazing. Mrs. Cohen would like to discuss tech integration at a later meeting. The School Committee thanked Mr. Trahan for his presentation and accomplishments.

2. General Business

- a. Safe Routes to School Program Update - Dawn Geoffrey was present to outline the Safe Routes to School Program. Mrs. Geoffrey became involved in the

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program when asking if students could walk or ride their bikes to school. She spent time in a community that road bikes and walked on a regular basis, an area much larger than Grafton. Mrs. Geoffrey connected with the MassDOT program and they were supportive of the idea which is when Grafton joined the program. Mrs. Geoffrey held walk assessment meetings at North Street School and Millbury Street School. Many attended the meeting, including representatives from the Police Department, Highway Department, Planning Board, Principals and parent representatives. They walked the route and discussed issues and barriers; speed was the number one concern along with lack of human presences (crossing guards) and infrastructure (sidewalks). Mrs. Geoffrey also attended a conference with Worcester Department of Public Health. On behalf of Grafton, the group applied for a mini grant (Mass in Motion) and received \$8,000. Mrs. Geoffrey had an announcement coming out soon, tailored to each school but prior wanted to keep inform the School Committee of the project/idea and get their feedback. Mrs. Geoffrey also hoped to get an on line survey out to residents and parents then tabulate the information and see what the parents truly want. She hoped this would roll out within the next few weeks. May 4th was National Walk to School Day, Mrs. Geoffrey hoped to start small in two neighborhoods. She was also looking into a Ride and Stride Program which would be a combination of ride and walk to school. She would like to try this with a walk to school Wednesday where students would get on a bus, ride almost to school and walk the rest of the way. Mrs. Geoffrey said she was also planning a bike safety rodeo on Saturday May 14th and a 5 Mile fun ride, slow and easy near a school. Another idea was the creation of safety poster in the 2nd grade where students can vote for their favorite poster. Mrs. Rynning asked what the School Committee could do, what she was looking for this evening. Mrs. Geoffrey wanted the support of the School Committee. Mrs. Rynning asked if any part of this program could fit into the purview of the Wellness Committee, safe streets and exercise are important. Mrs. Rynning thought they could figure out a way to be helpful to Mrs. Geoffrey and this endeavor. Mr. Carlson thought they could help get the word out, share information. Mrs. Geoffrey felt once the survey results come back from parents she would have a better idea on where to go from here. The School Committee thanked Mrs. Geoffrey for her presentation and determination to get the program moving.

- b. Superintendent Goals Update: Dr. Cummings gave an outline of his goals and standards; those being Instructional Leadership, Management and Operations, Family and Community Engagement and Professional Culture. Goal #1 Build on Communication Practices: communication across district (web site push), Dr. Cummings felt he was doing well on this, across the Board; social media was another piece which tied into the web site. Goal #2 Improve the Budget Process: implemented pathway recommendations; he had a handle on enrollment (bringing NESDEC in) and he hoped to spend more time on the implementation of the educational innovation component. Goal #3 Assess and Strengthen Special Education: the major focus was to implement and coordinate the review findings program which was done. They expanded programming; redefining the

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vision for co-teaching in the district. The area most focused on with the leadership team was redefining co-teaching in the district. Dr. Cummings felt they had top notch teaching, but was time to take it to a district wide level. #4 Wellness: student learning and well being will be maximize through the creation of a comprehensive Pre K-12 wellness program, will take a while to narrow down into set action steps, but felt he was well underway with the help of Ms. Calo. Dr. Cummings was also working with the Worcester Health Alliance in terms of health and wellness. He was working with community health based groups, building partnership with SRO and the Police. Dr. Cummings felt he was doing a well job connecting with area and town based groups around wellness. Dr. Cummings was open for further direction. Mr. Carlson wanted to know if the committee should begin the process of establishing a new subcommittee for evaluation. A motion was made by Mr. Carlson to nominate Mrs. Rynning and Mrs. Cohen to be the subcommittee representatives for the superintendent evaluation process. Motion seconded by Mrs. Often. Motion carried 5-0 School Committee and 2-0 Student Representatives.

- c. Collaborative Report - None
 - d. School Choice: A motion was made by Mr. Carlson to accept and continue School Choice in 2016-2017 as stated in the memo dated March 8, 2016. Motion seconded by Mrs. Cohen. Motion carried 5-0 School Committee and 2-0 Student Representatives.
3. School Committee Member Reports
- a. Mr. Carlson stated that the CIPC will be finalizing their list at a meeting scheduled for tomorrow. Once voted he'll share with the school committee. Ms. Carangelo stated that the library recently donated 100 books to the High School's library. Mrs. Often noted that the Wellness Committee met last week. The turnout was fantastic, administration, teachers, parents and students made up the committee. They did an analysis of what was offered and what was missing; it would be a long term project. It was good to narrow this down to an achievable goal. They will meet again in April.
4. Superintendent's Report
- a. District Update - Dr. Cummings submitted an updated list of ucoming activities. The girl's basketball team lost to Sutton this evening, but he congratulated them for a phenomenal job. This week was the annual Millbury Street and North Street has talent event, information on both could be found on the web page. The Unified Basketball Team recently participated in a tournament at Becker College and played very well. The DECA State Conference in Boston was coming up next week, Ms. Carangelo would be participating. ALICE training began with simulations at the High School. Lt. Minardi did a fantastic job and they received positive feedback from students and staff. They will be working on similar training at the other five schools over the next several months.

5. Future Agenda Planning:
 - a. Referendum on fully funding the school, Mrs. Often felt we had to do this sooner rather than later and noted it was important to keep Representative Muradian and Senator Moore informed, and on April 12th Dave Muradian will present to discuss the house budget and on April 26th Mike Moore will be present to discuss the senate's piece.
 - b. The Superintendents evaluation was scheduled for May 24th which was after elections and the date may have to be rearranged.
 - c. Mrs. Rynning would send out a meeting request for a workshop to finish up policy discussions.
6. Approval of Minutes
 - a. A motion was made by Mr. Carlson to approve the Minutes of January 26, 2016 as submitted. Motion seconded by Ms. Carangelo. Motion carried 4-0-1. Mrs. Connelly abstained. 2-0 School Representatives.
 - b. A motion was made by Mr. Carlson to approve the minutes of January 26, 2016 as submitted. Motion seconded by Mrs. Often. Motion carried 4-0-1. Mrs. Connelly abstained. 2-0 School Representatives.
 - c. A motion was made by Mrs. Often to approve the minutes of February 4, 2016 as submitted. Motion seconded by Mr. Carlson. Motion carried 4-0-1. Mrs. Connelly abstained. 2-0 School Representatives.
7. Financial Report
 - a. A motion was made by Mr. Carlson that the School Committee approve Warrant #37 , dated March 10, 2016 in the amount of \$378264.41. Motion seconded by Mrs. Often. Motion Carried 5-0 School Committee and 2-0 Student Represenatives.
8. Policy: Section 1 & AC

A motion was made by Mr. Carlson to accept Policy IC/ICA School Year/School Calendar as a second reading. Motion seconded by Mrs. Rynning. Motion carried 5-0 School Committee and 2-0 Student Representatives.

A motion was made by Mr. Carlson to accept Policy IKAB Report Cards/Progress Reports as a second reading. Motion seconded by Mrs. Rynning. Motion carried 5-0 School Committee and 2-0 Student Representatives.
9. Correspondence – A businesses recently reached out to the school relative to school pictures, this information was passed along to Dr. Cummings.

A motion was made by Mr. Carlson, seconded by Mrs. Often to enter into executive session for the purpose of non union negotiations under Chapter 30A, Paragraph 21, Section A, to conduct strategy sessions in preparation of discussions with non union personnel and to conduct collective bargaining sessions or contract negotiations with non union personnel. Motion carried by roll call vote; Mrs. Rynning Aye, Mrs. Often Aye, Mrs. Connelly Aye, Mrs. Cohen

Aye and Mr. Carlson Aye. The meeting would reconvene for the purpose of adjourning only.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Cindy Ide".

Cindy Ide
Recording Secretary